



Town of Buckeye Human Resources Department JOB POSTING

059-06 CIVIL ENGINEER

NUMBER OF VACANCIES: 3

DEPARTMENT: Public Works

PAY GRADE: 66 Exempt

DAYS WORKED: Monday - Friday

TYPE OF POSITION: Full-Time – Classified

POSTING DATE: July 13, 2006

WORK LOCATION: 423 AZ Eastern

SALARY RANGE: \$4,554 - \$6,729 per month

HOURS WORKED: 8:00 am to 5:00 pm

Applications will be received until position is filled.

☐ Internal Only

☒ Internal / External

Application Process

All interested persons must submit a completed and signed Town of Buckeye job application to the Town of Buckeye Human Resources Department no later than 5:00 p.m. on the closing date at:

508 E. Monroe Avenue

Buckeye, AZ 85326

Telephone: (623) 349-6250

Fax: (623) 349-6270

TDD: (623) 349-6400

The Town job application can be downloaded from our Town website at www.buckeyeaz.gov by clicking on the "Job Opportunities" menu. We are an equal opportunity employer.

GENERAL PURPOSE: Under general supervision, performs professional civil engineering and project management work.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Manages, coordinates, and inspects civil engineering projects including management of construction, water & wastewater, traffic and other civil engineering infrastructure projects and project components.
- Makes structural and technical engineering analysis of proposed projects; evaluates need for design changes and makes appropriate recommendations; reviews plans for conformity to uniform codes, local ordinances, and state and Federal regulations.
- Inspects and monitors projects under contract; resolves discrepancies between field conditions and design plans; recommends methods of resolving problems.
- Performs field tests and collects samples for laboratory test of materials.
- Writes various analytical reports, and makes technical estimates of a specialized nature in connection with various projects.
- Responds to questions from citizens and agencies on Public Works projects and plans.

(Job posting continues on back and/or next page.)

- Maintains records and files associated with engineering projects.
- May direct or supervise the work of technical staff.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's degree in Civil Engineering or a closely related field, and two (2) years professional civil engineering work experience; OR an equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of Town policies and procedures.
- Knowledge of the fundamentals of civil engineering, mathematics and physics.
- Knowledge of the methods and techniques of the design, construction and maintenance of public works projects.
- Knowledge of the principles and practices of project management.
- Knowledge of Federal, state, Town policies, procedures, codes, regulations and ordinances related to civil engineering.
- Knowledge of the strength, properties, and uses of construction materials.
- Knowledge of the principles of record keeping and records management.
- Skill in preparing reports and checking designs, details, estimates, plans, and specifications of engineering projects.
- Skill in analyzing and evaluating technical engineering data and construction documentation.
- Skill in establishing effective working relationship with consultants, contractors, other agencies and the public.
- Skill in using computers and engineering software applications, including GIS.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in effective oral and written communication.

Special Requirements: Possession of a valid Arizona Drivers License

Physical Demands / Work Environment: Work is performed outdoors and in standard office environment

Reports To: Engineering Manager

Supervision Exercised: May direct or supervise the work of technical staff.

FLSA Status: Exempt.